

NOTES

Highlights of Chapter:

- ◆ Award Document
- ◆ Acceptance Procedures
- ◆ Special Conditions
- ◆ Federal Obligation Process

Award Document. After completion of the internal review process, award applications designated for approval are formally awarded in the form of an issuance of an Award Document. This document includes:

- ! Name of recipient and subrecipient (if applicable);
- ! Award period;
- ! Type of Federal funds;
- ! Amount of Federal funds;
- ! Award number; and
- ! Special conditions, as appropriate, that the recipient/subrecipient must meet if the award is accepted.

This award notification is applicable to all award applications approved for award. Correspondence concerning the award should refer to the designated award number shown on the Award Document.

Acceptance Procedures. The Award Document constitutes the operative document obligating and reserving Federal funds for use by the recipient in execution of the program or project covered by the award. Such obligation may be terminated without further cause if the recipient fails to affirm its timely utilization of the award by signing both the award document and special conditions and returning them to the awarding agency WITHIN 45 DAYS from the date of award. COPS awards have a 90 day acceptance time frame. No Federal funds will be disbursed to the recipient until the signed acceptance has been received by the awarding agency. Recipients should review and understand all special conditions prior to the acceptance of the award.

Special Conditions include terms and conditions of the award. They may include special provisions for audit, conferences, and disposition of program income.

All Awards will include special conditions concerning: (1) compliance with this guide; (2) compliance with the audit requirements; and (3) the submission of an Equal Employment Opportunity Plan. Failure to comply with special conditions may result in a withholding of funds.

Also, the recipient, upon accepting the award, agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Verification form (I-9). This form is to be used by recipients of Federal funds to verify that persons are eligible to work in the United States.

Commercial Award recipients receiving grant funding from OJP should be aware of the additional special conditions placed on these awards. In addition to the three special conditions referenced in the “All Awards” section, commercial organizations must agree not to make a profit as a result of an award and must agree not to charge a management fee to the performance of an award. Also, commercial organizations must agree to comply with the Federal Acquisition Regulations cost principles.

Information Technology (IT) Award recipients are prohibited from drawing funds against the award until the recipient notifies the State Information Technology Point of Contact by written correspondence of the information technology project. This correspondence should include a brief description of the project. A copy of the correspondence should be sent to the program manager. Once the copy has been received, the program manager will retire this condition and inform you of this action. If there is no State Information Technology Point of Contact, the recipient agrees to submit a letter to the program manager stating that this condition is not applicable for that reason. The intent of this condition is to facilitate information system communication. This condition does not require that the point of contact concur with the information technology project.

Cancellation for Block and Formula Subawards. The State must condition each block and formula subaward to include the following cancellation procedures.

1. **Commencement Within 60 Days.** If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the State the steps taken to initiate the project, the reasons for delay, and the expected start date.
2. **Operational Within 90 Days.** If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the State explaining the implementation delay. Upon receipt of the 90-day letter, the State may cancel the project and request the Federal agency approval to redistribute the funds to other project areas. The State may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subaward files and records must so note the extension.

Federal Obligation Process. After an award has been signed by the Federal awarding agency, the amount of the award is considered an obligation of the Federal government and is recorded as such in its accounting system. Appropriated funds are thereby reserved against the award until all monies are expended by the recipient and subrecipient or, in the case of non-utilization of funds within statutory or other time limits, appropriated funds revert to the awarding agency through deobligation of the unused balance. In order for a recipient to receive payment once funds are obligated in OJP’s accounting system, a current SF-269A for the grant on which payment is requested must be on file with OJP. If the award date is after the begin date of the award, the first SF-269 submitted to OJP should cover the period from the begin date of the award to the end of the calendar quarter in which the award was made.

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